

# Macomb County Civil Service Commission

40 North Main Street  
Mount Clemens, Michigan 48043  
(586) 469-5120  
Fax: (586) 783-8184

## CIVIL SERVICE COMMISSION - REQUIREMENT FORM

**NO** APPLICATION WILL BE ACCEPTED IF THE PERSON APPLYING IS LESS THAN 18 YEARS OF AGE AND HAS BEEN A RESIDENT OF THE STATE FOR A PERIOD OF LESS THAN ONE (1) YEAR PRIOR TO HIS/HER APPLICATION FOR ANY POSITION IN THE DEPARTMENT, PURSUANT P.A. 1966 NO.298 51.360 SEC.10(c).

### **A COMPLETED APPLICATION PACKET MUST BE RETURNED IN PERSON AND MUST INCLUDE THE FOLLOWING:**

1. This REQUIREMENT FORM.
2. A completed APPLICATION indicating ALL the positions you are applying for (you may list more than one).
3. Copy of High School Diploma or GED Certificate.
4. Transcripts of High School grades. (MANDATORY)
5. Original score results for the MCOLES Written and Physical Agility Test (for Correction Officer applicants only).
6. If veteran, copy of Military Discharge DD214 Form. MUST be Honorable.
7. One signed Waiver. One person must witness your signature.
8. ALL male applicants born after 1960 must have a Selective Service Number; call (888) 655-1825 or go on line at <http://www.sss.gov> for more information.
9. Any additional certificates, degrees, diplomas, etc. (OPTIONAL)
10. Transcripts of all college grades. (OPTIONAL)

**\*\*\* INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED \*\*\***

**\*\*\*THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT UNDER P.A. 298 TO  
REQUIRE ADDITIONAL WRITTEN, ORAL AND/OR PHYSICAL TESTING\*\*\***

### **CORRECTION OFFICER QUALIFICATIONS:**

- Possess High School Diploma or GED Certificate.
- Passing Scores on the Michigan Commission on Law Enforcement Standards (MCOLES) Physical Agility and Written Test. **To register for testing, contact (586) 498-4060.**
- Pass a drug screen, physical exam and psychological evaluation.
- United States citizenship.

### **DISPATCHER/DISPATCHER SUPERVISOR QUALIFICATIONS:**

- Possess High School Diploma or GED Certificate.
- Pass typing test with a minimum of 25 wpm, then a minimum of 70% ERGOMETRICS Dispatcher test.
- Pass a drug screen, physical exam and psychological evaluation.
- United States citizenship.

### **CLERICAL QUALIFICATIONS:**

- Dispatcher 25 net w.p.m. typing and min. 70% score on Dispatcher test
- Dispatcher Leader see job description
- Dispatcher Supervisor 25 net w.p.m. typing and min. 70% score on Dispatcher test

**CLERICAL APPLICANTS OTHER THAN THOSE LISTED ABOVE NEED TO APPLY AT THE HUMAN RESOURCES DEPARTMENT**

### **DEPUTY SHERIFF QUALIFICATIONS:**

- Eligibility for appointment to Deputy Sheriff is limited to current Dispatchers and Correction Officers with at least 3 months of service.
- Associates Degree or 60 credits from an accredited college.
- Pass MCOLES Written and Physical Agility test.
- Must pass a drug screen, physical exam and psychological evaluation before appointment.
- United States citizenship.



### **INFORMATION BELOW MUST BE SIGNED IN THE PRESENCE OF THE CLERK**

- OATH:**
1. I do affirm that the information contained herein is true to the best of my knowledge.
  2. I have read the foregoing job requirements and I certify that I possess the minimum qualifications as outlined for the job(s) for which I applied.

Applicant's signature

Date

Deputy Clerk's signature

Date